Melody Hall
Publishing Corporation

The Home Manager

User's Manual

The Word Processor™

Data Magic™

The Calculator and Memo Pad™

For Commodore 64 and 128 Computers*

Loading the Main Menu

1. Turn on your computer, disk drive, and monitor.

2. Insert the program disk in your disk drive.

3. Type LOAD"*",8 and press **RETURN**.

4. When the word READY appears, type RUN and press **RETURN**.

The Word Processor

NOTE: Before using this program, be sure to initialize at least one data disk. See your computer manual for instructions on initializing disks.

To start the program, select **1** on the main menu. Full instructions for the Word Processor are available in a file on your program disk called "Instruct". After loading the program into the computer, press the **F3** key. Then press **L** in response to the SAVE, LOAD, CATALOG, OR PRINT? prompt. Press **Y** when asked if you are sure you want to load a file. Enter the file name INSTRUCT and press **RETURN**. The file will load into the computer.

Read the file thoroughly and then, using the instructions in the file, print it out on your printer. You will then have a copy for quick reference.

This program also contains a help screen which you can call up at any time. Just press either CTRL H or C= H, and the help screen will appear on your display. Press any key to return to entering text.

Data Magic

With Data Magic, you can organize any type of information you like – recipes, address lists, or customer lists – quickly and easily. This program allows you to store your data in separate records, each of which may be up to 8 lines long. After you create your records, you can retrieve specific information at the press of a key.

To begin organizing your information, select 2 on the main menu. You will be asked to insert a data disk in the disk drive. Do so, and press C to continue. You will be asked if you want to initialize this disk, preparing it to receive your data. If this is a new (blank) data disk, press Y for yes. If you have stored Data Magic data on this disk previously, press N for no. Next you will be asked how many lines you want each record to contain. Enter a number from 1 to 8 (each line will contain 30 characters). Lastly, you will be asked if you are certain you want to initialize this disk. If so, press Y. The disk drive will now initialize your disk.

When the program menu appears, press the function key that corresponds to the menu item you want to use. To create new records, press F1. You will then be able to enter information in each of the lines in your first record. When you enter information in the last line of the record, you will be able to make changes. Then your text will be stored on your disk and you will move on to the next record.

To return the menu, press RETURN before entering any information in line 1 of a new record.

To view and/or modify previously entered records by item number, press F3. You will be asked for the number of the record you want to view. Enter a record number. When the record appears on the screen, you will be able to modify it by following the prompts on your screen. When you are finished working with this record, press M to return to the menu.

To search for a specific record or records, press F5. You will be asked to enter the data (also called an "item element") that you want the computer to search for. For example, if you want to find all of the records that contain the city Chicago, enter Chicago as the item element. The computer will then search all of your records for those that contain Chicago. The matching records will be displayed, and you will be given an opportunity to modify those records. When you have finished working with them, press M to return to the menu.

To print records on your printer, press F7. Be sure your printer is turned on and ready to print.

The Calculator and Memo Pad

This disk comes equipped with a calculator to help you work with your numerical data and a memo pad to help you keep track of phone numbers, random notes, or any other type of information. You can use either of these features by itself, or you can use them and most programs which are written in BASIC. (You will not be able to use the calculator or memo pad with Data Magic.)

To use the calculator or memo pad, select 3 on the main menu. The word READY will appear on your screen. To call up the calculator, press C= and *. The calculator will appear on your display. It works much like a real calculator. As you type numbers on your keyboard, they will appear in the calculator window on your screen. This calculator can add (+), subtract (−), multiply (×), divide (÷), and raise to a power (↑). Also, you can use the colon (:) to change the sign of a number in the calculator. The colon key will change a positive number to a negative or a negative number to a positive.

To erase your most recent entry, press E. To erase everything that is currently in the calculator, press C. Press M to store a number in the computer's memory, and press R to recall a number from the memory. To erase the calculator from your display, press the ← key at the upper corner of your keyboard.

To call up the memo pad, press the SHIFT and * keys. When the memo pad appears, you can begin typing in information or you can use one of the memo pad's five commands by pressing RUN/STOP. The commands will appear at the top of your screen.

Press F (for Find) to search for a particular item in the memo pad currently in the computer's memory. Then type in the word or words you want to search for in the memo, and press RETURN. The computer will move the cursor to the data you asked for.

Press S (for Save) to save a memo on a formatted data disk. (See your disk drive manual for information on formatting disks.) Just type in a name for that memo, press RETURN, and it will be saved on your disk.

Press L (for Load) to recall a previously saved memo from your data disk. Just type in the name of the memo you want to work with and press RETURN. The memo you requested will be displayed on your screen.

NOTE: Use the Load command to load an instruction file into your computer from your program disk. This file, called Ideas, contains information on using each of the features of the memo pad.

Press D (for Disk Commands) to use any of the Commodore disk commands such as Scratch, Format, Validate, and Rename. Consult your disk drive manual for information on these commands.

Press C (for Catalog) to view a listing of the file on your disk.

Press RUN/STOP again to exit from the commands and continue entering memo information. To erase the memo pad from your screen, press the ← key at the upper left corner of your keyboard.

To print your memo pad information, save your text on your disk using the Save command. Then turn your computer off and then on again. Load the "Printmemo" program from your program disk and follow the prompts on your display.

You can use the memo pad and calculator with other programs that have been loaded into the computer's memory. Just load the calculator and memo pad. Then load in the other program you want to work with (it must be written in BASIC). You can then call up the calculator using the C= * keys or the memo pad using the SHIFT * keys.

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